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| 1. Create a folder on the desktop for all of your images, sounds, movie files |  | |
| 1. Find your images on the Web and save them to your Project Folder (right-click Save Image As) |  | |
| 1. Then right-click your image and choose “Copy Image Location” to save the Site for a Citation Page (Open a Word Document y start this page). Make sure to save this document in the Project Folder. |  | |
| 1. Open Movie Maker and create your movie. When you save for later editing, go to Save Project As… Choose the desktop and your folder and name the file something that includes your name. (ex. LehmanProject) |  | |
| 1. Close all the open windows and find your Project Folder. Right-click on the Project Folder and select Copy. 2. Go to the Start Menu. Click on Computer and then double click on your name (the first time it appears in the top left). This student’s name would be mcms.student123. |  | |
| 1. Right-click in the empty space and choose Paste. This will paste your folder onto the Server. |  | |
| **To edit what is in the folder and work on your project.** | | |
| Open the Server folder with your name (Home Folder). Copy the Project Folder and Paste it onto the desktop of your computer. You are now ready to edit your project. | | |
| **To Save Final Project to Teacher’s Server Folder** | | |
| 1. In Movie Maker, go to File and Click Save Movie and Select For Computer. 2. On the left-hand side under Computer, Select Drop\_Box\_Faculty. Locate your teacher’s name and Click Open, then Save. 3. You may also want to repeat these steps and Click on your Home Folder to save a copy for yourself. | |  |